

**Voluntary Separation Incentive Program
Irrevocable Letter of Resignation – Non Faculty**

I,
(Employee Name)

hereby submit my intention to participate in the Voluntary Separation Incentive Program by submission of this irrevocable letter of resignation for the purpose of separation from employment or retirement.

I understand that my irrevocable letter of resignation to separate from employment or retirement must be submitted and received by the President AND the Human Resources Officer not later than September 28, 2020. Please submit this letter no earlier than September 1, 2020, and not later than at least ten (10) calendar days prior to the separation date to allow required review and processing time.

It is my intention to retire/resign my position at SUNY Broome Community College on:

September _____, 2020, (date)	and my last day of work will be September _____, 2020. (date)
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This offer is made by the College under the following terms and conditions:

I understand that the College is offering a Voluntary Separation Incentive Program to full-time employees, age 55 or older on regular appointment who have completed ten (10) years or more of full-time continuous service at SUNY Broome Community College/Broome County immediately preceding their separation from service.

The Voluntary Separation Incentive shall be equal to fifty percent (50%) of my annual base salary for the 2019-2020 year of employment and shall be paid in one (1) lump sum to me no later than October 30, 2020.

As an employee participating in the Voluntary Separation Incentive Program, I understand that I will shall not be entitled nor be eligible to combine this Separation Incentive with any other bargaining unit retirement or separation incentive or retirement or separation incentive offered by the State of New York.

Print Name/Department

Stated Separation Date

Signature

Date

Please submit to: Dr. Kevin E. Drumm President: drop off at Wales Office #107; Interoffice Mail Stop #95, or scan document via email to drummke@sunybroome.edu AND the Human Resources Officer at #103 Wales Building; Interoffice Mail Stop #38; or scan document to Lynn M. Fedorchak, Human Resources Officer at hr@sunybroome.edu.

Approval/Disapproval Date: _____ President's Signature _____